

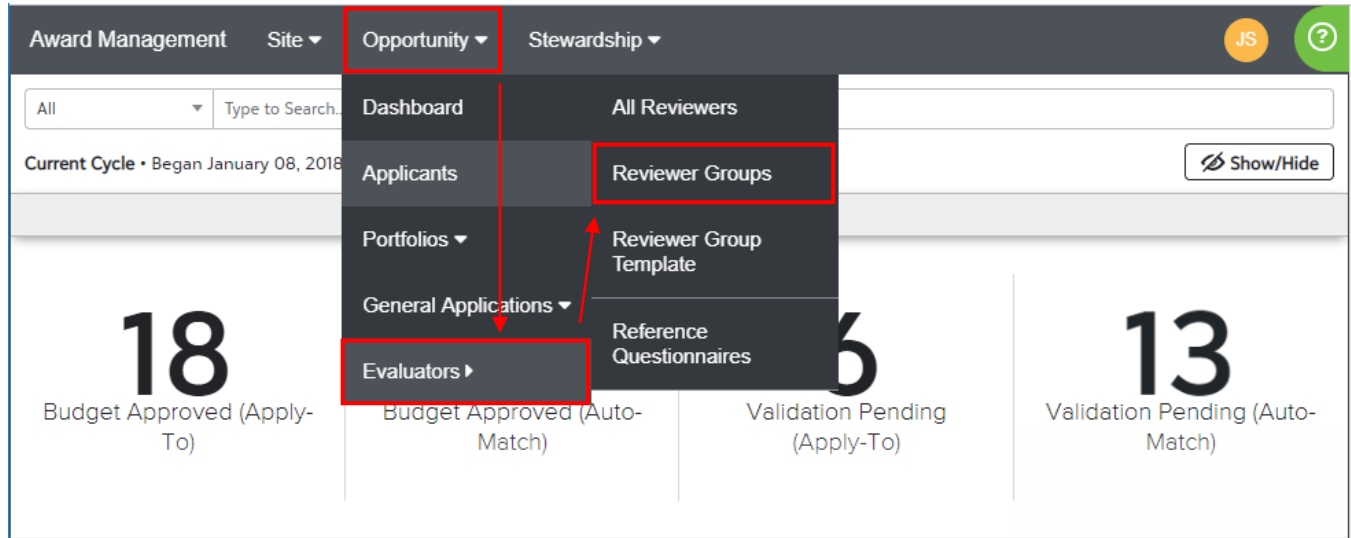
FS4U – Finding Scholarships for You

Florida State University's Portal to Foundation Scholarships

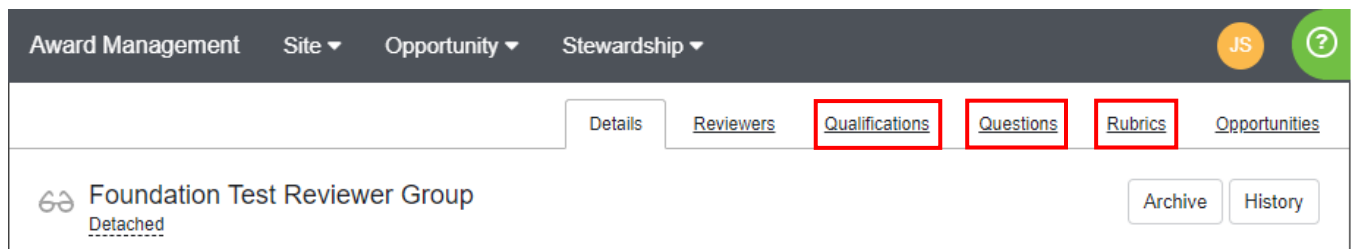
How to Configure a Reviewer Group

Once you have created a Reviewer Group, you need to configure it to recreate your existing process. The 3 sections that will help you do that are in the Qualifications, Questions and Rubrics tabs shown in the instructions that follow.

To find your Reviewer Group, click on **“Opportunity”** at the top of the screen, followed by **“Evaluators”** and **“Reviewer Groups”**. Your group should be in the list on the page that follows.



The 3 tabs we will be covering are shown as follows, once you click on your Reviewer Group:



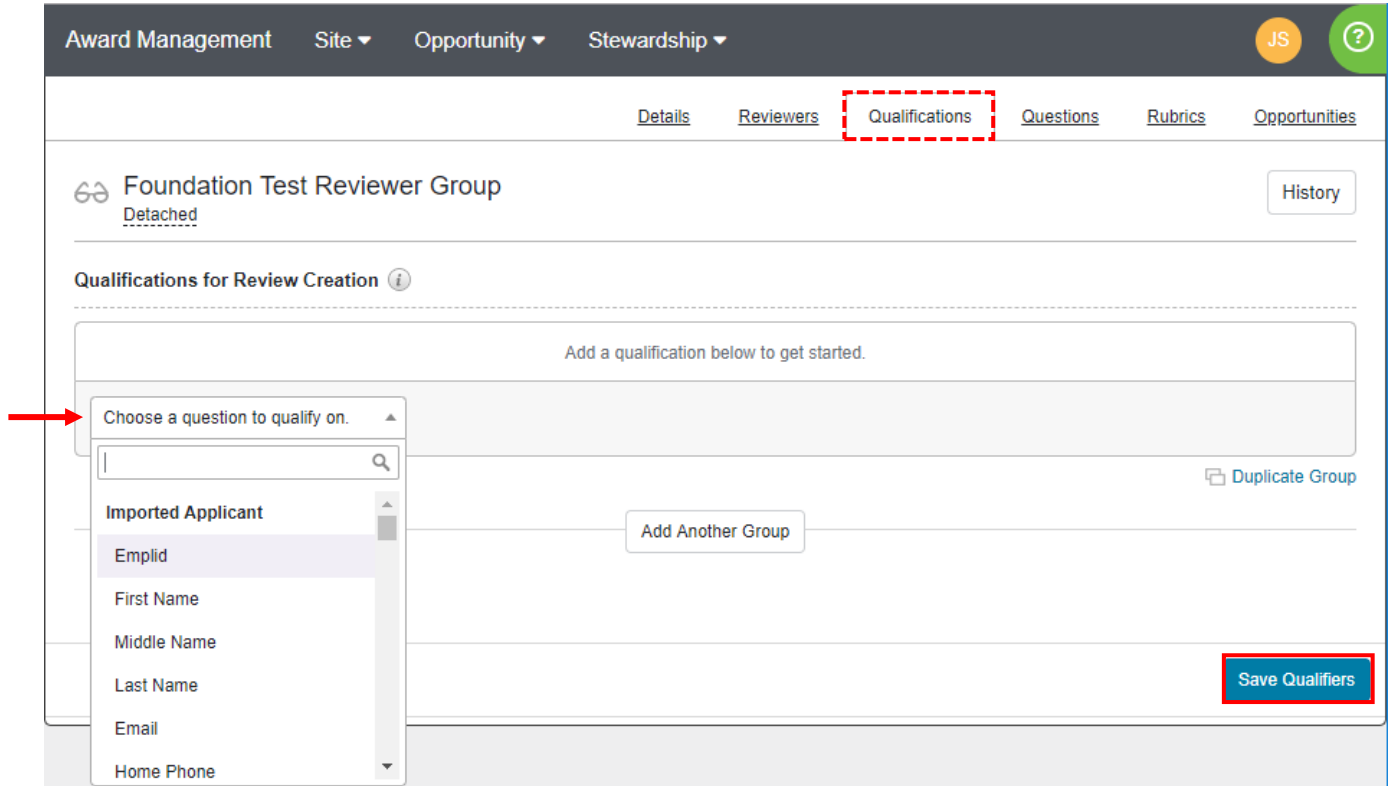
The Qualifications Tab

Adding qualifications to a Reviewer Group is **optional**. This tab acts just like the qualifications tab of an opportunity, in that it uses student data or their application responses to define a pool of applicants. You do not need to recreate that same list of qualifications. This merely provides an optional second layer of filtering to refine the list further. For example, if you have an opportunity that is restricted to College of Business students only, but you use it to support Accounting majors, you can add a qualifier that refines the pool to just Accounting majors. The qualifications in this tab can be changed by opportunity administrators as the needs of the college or department change. Your choices in this tab will not cause conflicts with the gift agreement criteria. *Please do not make any alterations while a review window is active.*

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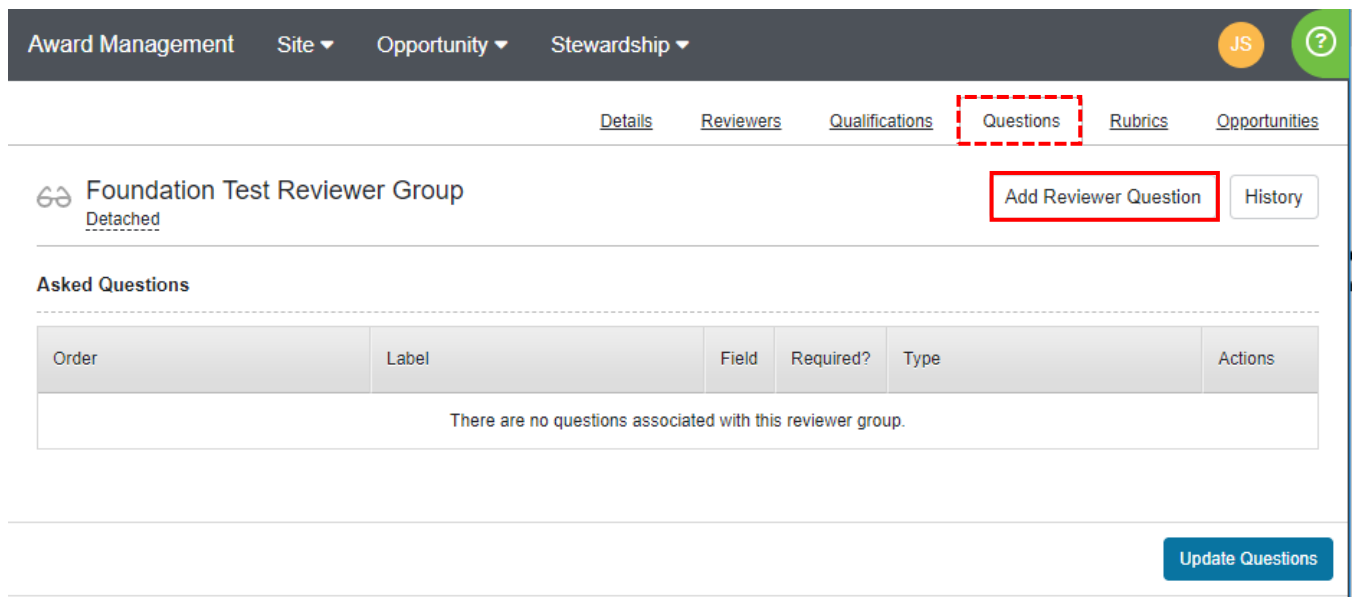
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To setup qualifications, click on the dropdown menu and select from the list of available options. For a list of data definitions, please email FS4U@foundation.fsu.edu and a team member will provide it to you. Follow the prompts and click **“Save Qualifiers”** at the bottom-right once complete.



The Questions Tab

This tab allows you to determine any questions your Reviewer Group should encounter and/or respond to in order to evaluate an application. If your Reviewer Group is detached from the Reviewer Group Template, you may remove any existing questions or add new questions using the **“Add Reviewer Question”** button.



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You may search from the Existing Reviewer Questions, or create a New Question by typing it out as you would like for it to read in the Question box below. If you are adding a new question, click **“Single Question”** or **“Question Set”** when you are done. If you are adding an existing question, click the **“+”** next to the detail button of that question as shown below.

Award Management Site Opportunity Stewardship JS ?

Add a Reviewer Question to This Questionnaire

New Question

Question

Create As or

Existing Reviewer Questions

Text	Field	Type	Actions
Reviewer Notes:	11496	Essay	Details +

If you are adding a new question, you will see a popup box displayed. Choose the type of question you are asking and complete any other prompts as required. When you are done, click **“Save Question”**.

Award Management Site Opportunity Stewardship JS ?

Create a New Question

Question Text
Add help text for this question.

Question Type

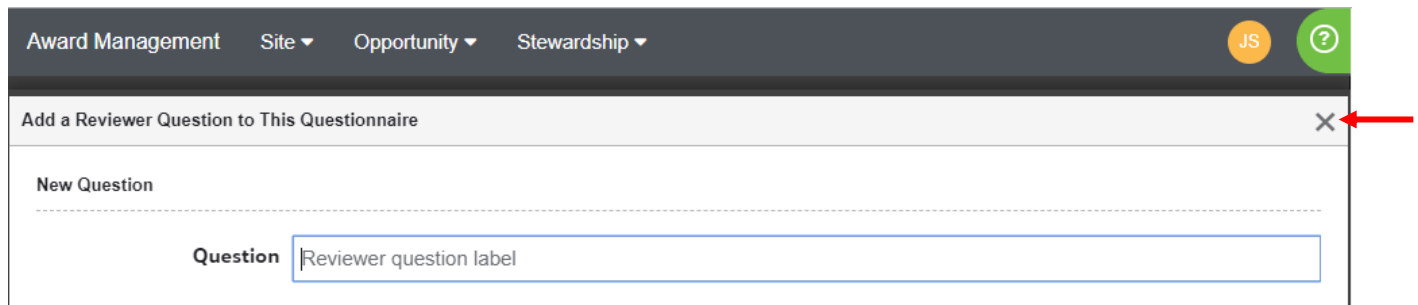
Maximum Word Count

or

Your question will now appear at the top of the Existing Reviewer Questions list. Click the **“+”** next to the detail button of that question to continue. Click the **“X”** to return to the main page of the Questions tab.

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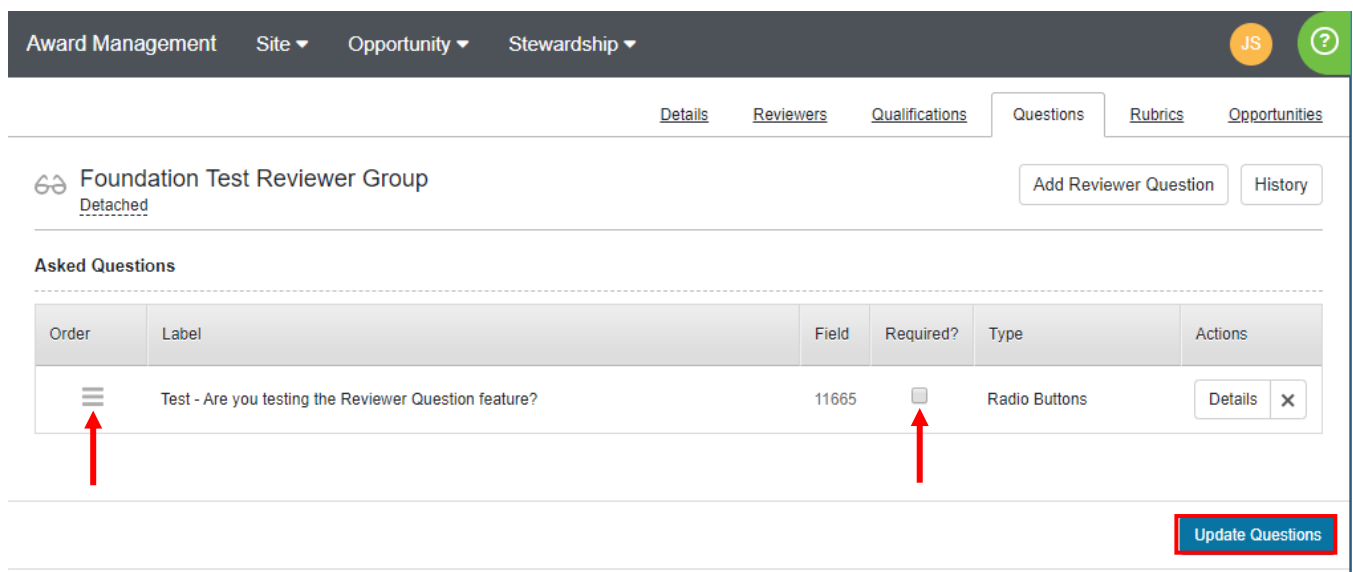
Award Management Site Opportunity Stewardship JS ?

Add a Reviewer Question to This Questionnaire X

New Question

Question

You should now see your question in the Asked Questions list. Determine whether the question is required to be answered by the Reviewers by checking the **“Required?”** box. You may also rearrange the order of questions using the 3-bar icon to the left of the question. Click **“Update Questions”** on the next screen to complete the process.



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Details Reviewers Qualifications Questions Rubrics Opportunities

Foundation Test Reviewer Group Detached Add Reviewer Question History

Asked Questions

Order	Label	Field	Required?	Type	Actions
☰	Test - Are you testing the Reviewer Question feature?	11665	<input type="checkbox"/>	Radio Buttons	Details X

Update Questions

The Rubrics Tab

This tab allows you to set up a series of scoring rubrics that Reviewers in your Reviewer Group will encounter when evaluating assigned applications. If your Reviewer Group is detached from the Reviewer Group Template, you may edit any existing rubrics or create new rubrics. To create a new rubric, fill out the boxes for Name, Help Text, Minimum Score, Maximum scores, Offset (increments between possible scores), and Weight (multiplication factor). Click **“Create Rubric”** at the bottom-right of the window to add it to the list of Enabled Rubrics.

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The screenshot shows the 'New Rubric' form in the FS4U system. At the top, there is a navigation bar with 'Award Management', 'Site', 'Opportunity', and 'Stewardship' menus. A user profile 'JS' and a help icon are on the right. Below the navigation bar, there are tabs for 'Details', 'Reviewers', 'Qualifications', 'Questions', 'Rubrics', and 'Opportunities'. The main content area is titled 'Foundation Test Reviewer Group' with a 'Detached' status and a 'History' button. The 'New Rubric' section contains several input fields: 'Name', 'Min Score' (0), 'Max Score' (10), 'Offset' (1), and 'Weight' (1). A rich text editor for 'Help Text' is also present, with formatting options (bold, italic, bulleted list, numbered list) and buttons for 'Help', 'Preview', and 'Edit'. An example formatting string '*bold*,_italics_' and a 'Full Screen' button are shown below the editor. A red box highlights the 'Create Rubric' button at the bottom right.

As you create more rubrics, the system will average the scores using a 100-point scale based on the weight of each rubric. To disable or adjust an Enabled Rubric, click “Edit” beside the rubric.

The screenshot shows the 'Enabled Rubrics' table. The table has columns for Order, Name, Min Score, Max Score, Offset, Weight, and Actions. A red arrow points to the 'Edit' button in the Actions column for the 'Foundation Test Rubric' row. Below the table is an 'Update Order' button.

Order	Name	Min Score	Max Score	Offset	Weight	Actions
☰	Foundation Test Rubric	0.0	10.0	1.0	1.0	Edit

On the next screen, make any changes or disable the rubric by un-checking the “Enabled” box. Click “Update Rubric” when you are done.

The screenshot shows the 'Update Rubric' form. It has input fields for 'Offset' (1.0) and 'Weight' (1.0). Below these is an 'Enabled' checkbox, which is checked, with a red arrow pointing to it. A red box highlights the 'Update Rubric' button at the bottom right.